



REQUEST FOR QUALIFICATION
CALHOUN COUNTY ADMINISTRATION
DEPARTMENT OF PURCHASING
ARCHITECTURAL SERVICES- RFQ #123-13

The County of Calhoun is requesting written statements of qualification from Architectural firms to provide architectural services for the reconstruction project on the first floor of the County Building in Marshall.

The County may choose to enter into negotiations with the most qualified respondent, as a result of this solicitation, to be determined by the Purchasing Department representing the Calhoun County Board of Commissioners. Questions regarding this request should be directed to:

Leslie Obrig, Purchasing Coordinator
Calhoun County
315 West Green Street
Marshall, MI 49068-1585
(269) 781-0981
lobrig@calhouncountymi.gov

Applicants shall present FOUR (4) copies of their Statement of Qualifications no later than ***NOVEMBER 12, 2013 @ 3:00AM LOCAL TIME***, to the following physical location: Purchasing Department, County Building, 315 West Green Street, Marshall, MI 49068. The sealed envelope shall be clearly noted ***"ARCHITECTURAL SERVICE - RFQ #123-13"***.

LATE PROPOSALS WILL NOT BE ACCEPTED.

I. SCOPE OF SERVICES

The County of Calhoun is seeking qualification statements from Architectural firms in order to provide design and other architectural services for the reconstruction of 3,275 square feet of office space in the first level of the County Building in Marshall. The reconstruction was made necessary by damage from a water pipe leak in January 2013. Initial damages were remediated by an emergency restoration company but construction is required to re-establish offices in that area.

As a result of this solicitation, the County may request a combination of architectural services related to pre-construction, construction, and closeout phases of the project. Qualifications provided in response to this request shall address the respondent's ability to provide the various services required in each construction phase which would include, but not be limited to, the elements as follows:

I(1) Programing Phase

- (1) Create a Program of Spaces for building interior, including: basic information such as sizes, space requirements, workflows, activities and special uses.
- (2) Facilitate meetings with County staff as needed to develop basic components and traffic planning of building program, including County's standard building systems, equipment and materials.
- (3) Provide a schematic cost estimate and conceptual project schedule.
- (4) Prepare and submit program plan of spaces and adjacencies layout for review and approval

I(2) Schematic Design Phase

- (1) Work with owner and construction manager on office space design.
- (2) Estimate construction costs.
- (3) Facilitate meetings with County staff to review office space square footage and space utilization needs to develop Schematic Design Documents.
- (4) Attend Pre-Development meeting with staff and address points of clarification regarding the project.
- (5) Prepare and submit Schematic Design Documents, Preliminary Specifications, Schematic cost estimate and schedule to the County staff for review and approval.

I(3) Construction Document Phase

- (1) Prepare complete Construction Documents and Specifications.
- (2) Submit Construction Documents for review.
- (3) Correct plans to reflect issues noted by review.

I(4) Bid Phase

- (1) Assist with design of Bid Proposal and participate in pre-bid conference

- (2) Respond in writing to questions from bidders and prepare addenda as necessary.
 - (3) Distribute plans to interested bidders and keep record of plan holder's list
 - (4) Assist in evaluation of bids based upon subcontracts qualifications, compliance with bid requirements and price.
- I(5) Construction Administration Phase
- (1) Facilitate Pre-Construction meeting and conduct regular bi-weekly construction progress meetings.
 - (2) Coordinate with Construction Manager on all Request for Change Proposals, Change Orders, etc. including maintaining a log of all such documents.
 - (3) Provide direction for questions and concerns from the contractor and Construction Manager in resolution of problems.
 - (4) Monitor construction progress, cost, quality and safety/risk management throughout the construction process.
 - (5) Conduct Substantial Completion Inspection, coordinate with Construction Manager/Project Manager to create punch list, substantiate that items noted are completed, issue Substantial Completion Certificate.

II. STATEMENT OF QUALIFICATIONS

Statements of Qualifications should include:

- II(1) Briefly identify your firm, organizational structure and support resources available to complete the scope of work detailed previously in this RFQ.
- II(2) List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications and professional affiliations.
- II(3) Provide references including name and phone number for recently completed projects of a similar scope to the consulting work required in this RFQ.
- II(4) Briefly propose a general work plan to complete the architectural services for the County Building first floor reconstruction relative to the scope of work as defined in this RFQ.
- II(5) Concluding Statement- The proposer should state the reasons in requesting consideration for providing the County with Consulting services. Proposers may include a maximum of one page of additional information not included above, if it is deemed useful and applicable to this project.

The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or qualification procedures, and to accept any proposal determined by the County to be in the best interests of the County.